

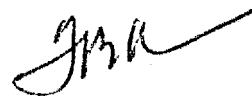
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10 June 1974

MEMORANDUM FOR: DDO Support Chiefs

SUBJECT : A Quantitative and Qualitative Survey of Intra-Agency
Management Support Paperwork

1. Our first effort at combining a summary of reports for the Comptroller was a little off target. The problem was that everyone used different formats and different nomenclature. The DDO has obtained a short reprieve from the Comptroller's office so that we can obtain the information in a more organized manner.
2. You will find attached a format which should be used. We suggest that you simply xerox this sheet in as many copies as necessary for your use both as a work-sheet and for the submission of your final report. The format does not leave room for comments, so please include whatever comments you wish to make in parentheses as we have shown on the second sample format.
3. I presume that you have copies of the papers you submitted before and can use these as a point of departure. If not, please let me know and we will return your first submission.
4. Please list the reports in groupings; i.e., Finance, Logistics, Personnel. In xeroxing the attached format, you can blank out those terms where we have placed them on the sheet. The format will then be expandable to whatever space you need for each category of the report. If there are reports that don't fit in any of these categories, add them under "Other."
5. Since many of the components have reports that are unique to them, we will probably just forward your package as we receive it. For this reason, we make the following requests: (a) please send us two copies of your submission, (b) be sure that your comments are those you would want to be forwarded to higher authority.
6. Since many of you will have the same items to report, there will naturally be a great deal of repetition. If there is any doubt in your mind as to whether a report should be included, please leave it on.



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REPORTING REQUIREMENTS

Type of Report	Requesting Authority	Frequency	Prepared By	<u>Estimated Annual Man-Hours</u>		Length of Report	No. of Copies	Recipients
				Professional	Clerical			

Finance

Logistics

Personnel

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Type of Report	Requesting Authority	Frequency	Prepared By	Estimated Annual Man-Hours		Length of Report	No. of Copies	Recipients
				Professional	Clerical			

Finance

[If you have comments about a report, write them across the page immediately following the report.]

Logistics

Personnel